

Knox County School System
Ridgedale Alternative
Student Handbook



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INTRODUCTION

This manual is designed to provide the student and legal guardian a description of the policies and procedures required at the Alternative Program. Each student and legal guardian should have a copy and know the contents. Knox County Board policies and procedures are implemented at Ridgedale School. It is the responsibility of each student, along with their parent or guardian to know and follow the policies and procedures within this handbook.

Ridgedale School Mission Statement

To provide a safe and consistent environment with a structured plan for each student's personal success.

Belief Statements

- All students can succeed.
- All students have a right to a safe, nurturing educational environment in which they can experience success.
- All students will have access to highly effective educators.
- Positive, proactive behavioral interventions include teaching students social competence skills.
- Differences are appreciated and valued.
- All decisions are based on what is in the student's best interest.
- A collaborative effort by the school, family, students and community is critical in meeting the academic, behavior, social and emotional needs of each individual student.

PROGRAM DESCRIPTIONS

Academic

Ridgedale School provides an academic program designed to meet the individual needs of our students. Classes have a low student to teacher ratio. A comprehensive general education curriculum is provided, with special education services provided when appropriate. All core classes are provided, and limited special areas are available while students are placed at Ridgedale. If a student receives special education services, their IEP will be implemented while at Ridgedale. Intervention programming is also provided in the areas of reading and math.

Academic, social, behavioral, and study skills are emphasized within the classroom to promote a successful return to the student's base school. The school counselor, instructional coach and restorative interventionist work with the classroom teachers to monitor academic and behavioral progress as well as facilitate the academic transition back to the base school.

Behavioral

Ridgedale School has a highly structured schoolwide positive behavior support program. Students are provided rewards and incentives for demonstrating appropriate school behaviors. The goal of the behavior management system is to give students the opportunity to be successful upon return to their base schools. All students follow the schoolwide system and there are individual programs designed for students who may require an individualized Behavior Intervention Plan (BIP).

Special Education

Special Education services are provided for those students with an Individual Education Program (IEP). The student's IEP team is responsible for determining the child's needs, the special education and related services required to meet those needs, and where those services will be provided. Students with disabilities must be educated and participate with nondisabled children to the extent appropriate for each child.

PROGRAM PROCEDURES

ARRIVAL

Every student will be checked when they enter the building and should take off their coats and have their things ready to be checked. All students will be required to be in dress code before proceeding to the cafeteria or homeroom. If a student will be eating breakfast at school, he or she should quietly and respectfully go through the line and walk directly to their homerooms. If a student is not eating breakfast, they should immediately go to their homeroom. Students will not be permitted to return to the cafeteria after arriving in homeroom. If students arrive late, they should enter through the front door, be checked in by our school officer and sign in at the office. Students will be escorted to class by a staff member. Tardy students should enter the classroom quietly and not disturb the class. Students should wait for the teacher to provide instructions.

LEAVING THE CLASSROOM

Students will wait for instructions from an adult to line up at the door. They will silently get into a straight, single file line. Students will keep their hands and feet to themselves and not touch other students or property. Students will stand facing forward, not leaning against anything, and will wait for staff to open the door or

ask a student to hold the door for students to exit. Hallway expectations will be given to the students by the teacher before exiting the classroom. Each student is expected to verbalize a positive statement before entering the hallway.

LUNCH

It is essential for students to quietly go through the lunch line, getting all items in one trip, and then form a line to go back downstairs. If granted the privilege, students may talk **quietly** to those sitting next to them. Conversations must be school appropriate, or students will lose the privilege to talk during lunch. Students finished eating must clean up their area, and ask a staff member if they may throw their tray away. Students must remain in their assigned seat throughout the lunch period.

DISMISSAL

Students will stay in their homeroom, **in their seat**, until their bus is called. They will wait for a staff member to tell them to leave the room. Students will follow hallway expectations as they walk to the bus, adhering to the rules for leaving the classroom. Jackets/coats will be available for pick up in the lobby.

HALLWAY

Students will walk silently on the right side of the hallway. They will walk and keep pace while maintaining personal space with the class. The line will be maintained at all times. Absolutely no talking, noise or touching of others is permitted. Students will refrain from touching bulletin boards, walls, lockers and other items in the hallway.

CLASSROOM

Students will remain seated unless given permission otherwise. Students will participate in classroom instruction in a positive and respectful manner while respecting others' personal space. Students should never venture behind the teacher's desk and must refrain from touching items on the teacher's desk.

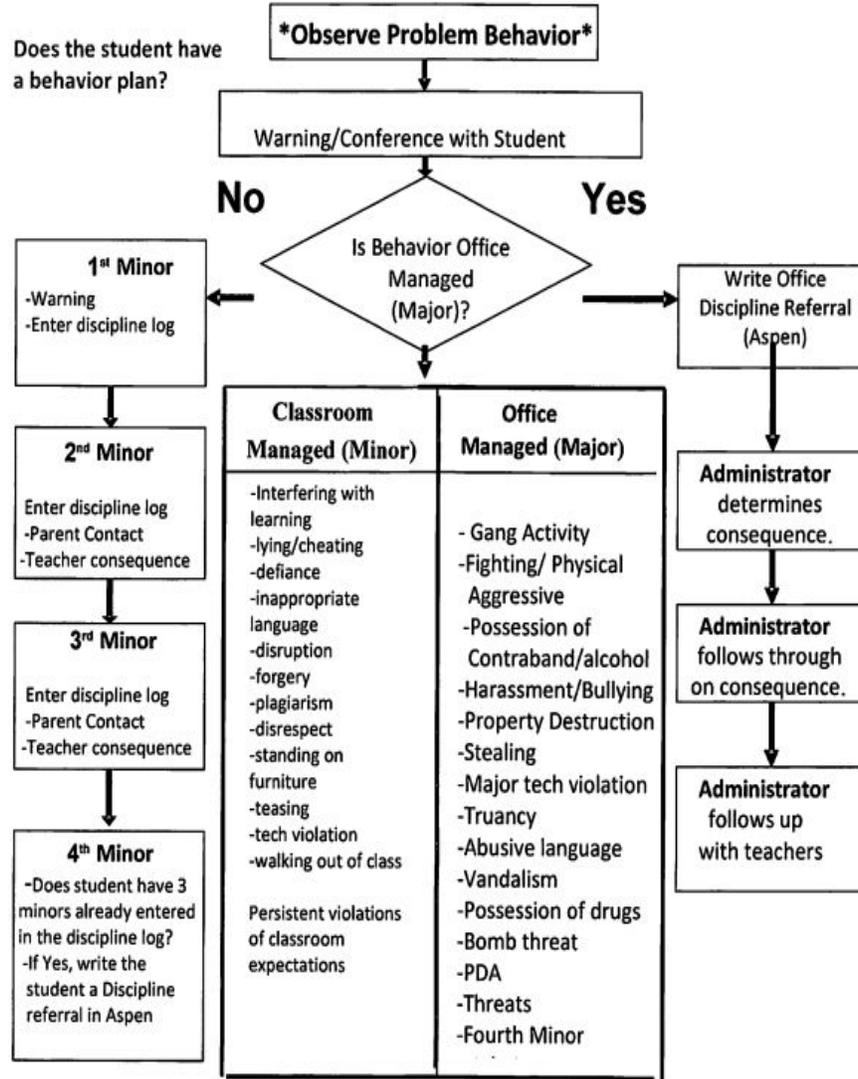
RESTROOM

Students will only be able to enter the restroom one at a time. Before entering, students must state "Bathroom Check?" to insure there the restroom is not occupied. If the student finds a mess in the bathroom, it is their responsibility to inform an adult immediately.

BUS

Students are expected to be courteous to the bus driver, teaching assistants, and their fellow students. Students should always keep all body parts and belongings inside the bus at all times. Riding the school bus is a privilege. Improper conduct on the bus may result in that privilege being denied.

Riggeddale School Discipline Process Flowchart



Teacher Consequences: Verbal Warning, Loss of points, redirecting, conferencing, referral to RI, out of group, loss of privileges, non-preferred activities.

*** The above list of majors and minors is comprehensive not exclusive. There are situations that may occur that are not listed above.**

The 3 Major Expectations

Be Safe

Be Kind

Be Ready to Learn

The Ridgedale Way

| Expectations | Settings | | | | | | Bus |
|--------------------------|--|--|---|---|---|--|---|
| | Classroom | Hallway | Cafeteria | Bathroom | Arrival | Dismissal | |
| Be Ready to learn | <p>Must be in dress code.</p> <p>Carry folder</p> <p>Participate positively in class.</p> <p>ignore inappropriate behavior.</p> <p>Raise your hand and wait to be called on if you have a question or comment.</p> | <p>Walk silently.</p> | <p>Use appropriate voice and behavior</p> <p>Ignore inappropriate behavior</p> | <p>Maintain all hallway expectations</p> | <p>Arrive in dress code w/folder</p> <p>Line up quietly and wait appropriately for check-in.</p> <p>Hang up jacket before entering classroom.</p> <p>Ignore inappropriate behavior.</p> | <p>When dismissed, go straight to your bus.</p> <p>Maintain all hallway expectations</p> <p>Ignore inappropriate behavior</p> <p>Listen for your bus to be called.</p> | <p>Be ready 5 minutes early.</p> |
| Be Kind | <p>Allow others to learn.</p> <p>Help the Group.</p> <p>Maintain personal space.</p> <p>Use appropriate language and conversations</p> | <p>Walk on the right side of the hall.</p> <p>Maintain personal space.</p> | <p>Maintain personal space.</p> <p>Courteous to Café staff.</p> <p>Take only what you need.</p> <p>Only go through the line once.</p> | <p>Be neat.</p> <p>Tell staff if bathroom is messy before you use the bathroom.</p> <p>Follow staff request.</p> <p>Respect property.</p> | <p>Maintain personal space.</p> <p>Respect property.</p> | <p>Maintain personal space.</p> <p>Follow dismissal path.</p> | <p>Be courteous to the driver.</p> <p>Use appropriate language.</p> <p>Help keep the bus and bus stop clean and free of litter.</p> |
| Be Safe | <p>Raise your hand and wait to be called on before getting out of your seat</p> <p>Respect property.</p> <p>Follow Staff's request.</p> | <p>Stop at corners and stop signs</p> <p>Follow Staff's request.</p> | <p>Follow Staff's request.</p> <p>Respect property.</p> | <p>Say "Bathroom Check?" before entering bathroom.</p> <p>Only one student at a time in the bathroom.</p> | <p>Cooperate with check-in.</p> <p>Go straight to cafeteria, silently get your food, and go straight to your homeroom.</p> | <p>Walk to your bus.</p> <p>Follow dismissal path.</p> <p>Follow Staff request.</p> <p>Ignore inappropriate behavior.</p> <p>Respect property.</p> | <p>Follow the bus driver's and staff request.</p> <p>Keep items inside of the bus windows.</p> <p>Stay out of the road at bus stop.</p> <p>Cross in front of the bus.</p> <p>Report any misconduct or safety issues to building administration</p> <p>Keep body parts inside the bus.</p> |

REWARDS PROGRAM

At Ridgedale, one of our main goals is to encourage and reward positive behavior in order to teach students the value of controlling their actions and attitude. While sometimes privileges must be denied, it has been proven that positivity is one of the best ways to influence a student's ability to demonstrate appropriate behavior over time. Positive Behavior Intervention System (PBIS) is a way for school staff to teach students the behaviors expected in the school environment.

HOME NOTES/POINT SHEETS

Though they have two different names, home notes and point sheets are exactly the same thing. Each day, students will have the opportunity to earn points based on their success in following the procedures and the behavioral expectations outlined in the Ridgedale student handbook. Points can be earned in several different areas.

Points may be earned by:

- Meeting academic and behavioral expectations in class (Behavior Rubric)
- Meeting expectations on the bus
- By following the dress code
- By returning with their previous school day's point sheet signed by a parent
- Meeting our hallway expectations

The maximum number of points a student can earn is 100

Meeting academic and behavior expectations is critical in determining what rewards and privileges students are eligible to earn and maintain. Point sheets also give staff and parents/guardians a great opportunity to communicate. Each day,

parents/guardians will be able to read brief teacher notes explaining why their student may or may not have not earned certain points. We would love to see every student earn the full 100 points everyday, and we feel that we have created a set of rules that students should be able to follow. However, students who fall below this standard may find themselves subject to the loss of privileges. A student who fails to earn at least 70 points will be placed on “Out of Group” the following school day. Students placed on “Out of Group” will follow their normal rotation of classes, but will be placed in a desk away from other classmates. For the convenience of parents and staff, point sheets of students in “Out of Group” will be highlighted as a means of easy identification. In addition to this penalty, students on restriction will be required to remain silent through the entire school day, speaking only when addressed by a staff member.

Dale Dollars

One of our most popular rewards among students is the Dale Dollars program. This program rewards a positive action with a positive response in the form of a Dale Dollar. Students on Gold level will be able to spend their accumulated Dale Dollars at different times throughout the week. Providing a great response to a question and demonstrating good character are examples of ways students can earn Dale Dollars.

Positive Office Referrals

Another way we like to reward our students is to give them a positive office referral. As with Dale Dollars, positive office referrals may be earned for any commendable reason a teacher wants recognized. Students who receive positive office referrals will given a chance to meet with our principal. Students may also earn other incentives such as Dale Dollars, a “dress code pass,” or a snack.

COLOR LEVELS

In our system, students who demonstrate compliance with the rules and expectations will advance through a series of levels: Gold, Bronze, and Blue Diamond. The color level any student has earned will be identifiable by a lanyard of a corresponding color. Each student will receive their lanyard at the beginning of each school day. Students on “Out of Group” will not be granted a lanyard, however. Lanyards must be returned at the end of the school day.

Every student starts Ridgedale on Gold level. In order to maintain Gold level, a student must earn 85 points or higher. Failure to accomplish this goal will result in movement to the Bronze level. The exact penalties for any breach of our school rules will vary depending on the significance of the specific offense and the history of the student’s behavior. Accordingly, a student at Gold level may lose more than one level if his or her infraction is deemed severe enough. Please be advised that the final determination of any loss of level(s) and any additional penalties levied are completely at the discretion of the principal.

Each day the student earns a level based on the previous days points.

Blue Diamond Level - perfect score (100) and no unexcused absences for 10 days

- All gold privileges
- Teacher apprentice
- Assist in school wide events
- Can follow the Knox County Dress Code with a few exceptions: no hoodies, no jewelry, and tennis shoes must be worn at all times.

Gold Level 100 - 85

To earn Gold Level, a student must at least 85 points or more the previous day.

- Talk during lunch & homeroom
- Eligible to peer tutor during special events
- Wear shirt untucked
- Wear non dress code shirt on Fridays

Bronze Level 84 - 70

To earn Bronze Level, a student must earn at least 70 points or more the previous day.

- Talk during lunch & homeroom
- Wear shirt untucked on Fridays

Out Of Group 69 and Below -- No Privileges, however, students on this level can still earn Dale Dollars.

Restorative Practices

Ridgedale School utilizes a Restorative Practice approach for building community within the school setting and for responding to challenging behaviors. We believe that through real dialogue, a mutual understanding of a specific situation and making things right, students can learn critical life skills for success upon leaving Ridgedale and returning to their base school. Restorative practices are not a specific program, but rather, an approach to addressing difficult behavior. We believe that decisions are best made, and conflicts best resolved, by those most directly involved in them. We seek to develop good relationships and restore a positive learning environment when students are not able to maintain safe appropriate behavior.

Returning to Home School

Ridgedale School Alternative School provides collaborative transition services to assist students as they are returning to their home schools. This process is facilitated by the Ridgedale Restorative Interventionist (RRI).

Transition services are provided based on each student's individual needs. As transition plans are developed to help students to return to their home school, the RRI works closely with the appropriate staff to determine the level of support needed once the student returns.

The RRI makes initial contact with the student's home school to arrange for school personnel to visit the student at Ridgedale. The student's home school determines which specific school personnel will make the visits. Throughout the process, the RRI serves as an advocate for the student to assist with understanding of the student's progress and types of approaches that have been successful for that student. Once the student has returned to their home school, the RRI is a liaison to provide ongoing follow-up services.

The base school can contact the RRI at any time to ensure the student has a successful transition. The RRI will make a minimum of one visit to the student's base school to monitor the student once he/she has returned.

DRESS CODE

The specific points of the dress code are as follows:

- All students are required to wear plain, all **white, grey, or black** shirts. (t shirts, shirts, sweaters, or sweatshirts). Shirts must have a **crew** neckline or collar (**no scoop neck or vneck shirts**) Students should not wear colored garments under their uniform shirts.
- Hoodies or other hooded garments are **NOT** permitted.
- All students must wear solid colored pants with belt loops and not gathered at the bottom. No jeggings, leggings or joggers. No studs, rhinestones, designs, etc.(jeans or knee length denim shorts). No holes, rips, tears, snags, or breaches in the fabric at all in pants or shirts. Gym shorts are not to be worn under a student's pants or shorts.
- Pants must fit properly and must be belted at the waistline. The belt must be with no studs, rhinestones, designs, etc. No large belt buckles. **NO SAGGING** is permitted and will be considered out of dress code.
- **SHIRTS MUST BE TUCKED IN unless on Gold level.**
- All students must wear **tennis shoes** . Sandals/boots, Sperrys, flip flops, etc. are not permitted. Shoes may be any color.
- **No jewelry of any kind should be worn** , including, but not limited to: earrings, watches, necklaces, nose rings, eyebrow rings, lip rings, and any other piercings (**no clear posts/spacer**). Refusal to comply with this regulation will result in the student being restricted to their homeroom for the day. Repeated offenses will result in further discipline, including possible dismissal from the Alternative Program.
- No writing on clothing or body.
- Hair elastics, rubber bands or hair bands must be worn in hair at all times and cannot be worn on wrists or placed in pockets. No other items are allowed in hair including head bands.

If students have repeated dress code violations, they may receive disciplinary action and possibly be dismissed from the Alternative Program.

THINGS NOT TO BE BROUGHT ON SCHOOL PROPERTY

- Cell phones
- Backpacks, book bags, and duffel bags
- Any electronic devices
- Unsealed food or drink, water only (Unopened containers permissible for lunch only)
- Hats, bandanas, gum, and candy are prohibited and will be confiscated upon entering the building. These items may not be returned.
- Hair picks, combs, and brushes
- Liquids such as cologne, perfume, aftershave, and mouthwash
- Makeup , lip gloss, or chapstick
- Paint pens, markers, crayons, colored pencils or sharpies
- Any item banned by Knox County School Board policy

Nothing other than one paper folder, one pencil, and notebook paper

* Apparel or appearance that tends to draw attention to an individual in a manner which could disrupt a learning situation must be avoided. If there is any disagreement regarding any of the rules and regulations, the decision will be made at the Principal's discretion.

* Young ladies' feminine hygiene products must be given to a female staff member at check in.

MEDICATION

Ridgedale School abides by the KNOX COUNTY SCHOOL BOARD POLICY which reads that “No medication of any kind shall be administered to student by the school nurse or by school personnel except when medication must be given on a long term basis and is necessary to be given during school hours in order for the child to remain in school.” Medications such as Tylenol, aspirin, and other over the counter medications are included in these regulations. Any pupil who is required to take medications during the regular school day must comply with school regulations.

PERSONAL RELATIONSHIPS

STUDENT RELATIONSHIPS WITH STAFF

Students are expected to cooperate fully with and to follow all instructions from **any** staff member assigned to our school. The staff includes: teachers, educational assistants, custodians, cafeteria workers, secretaries, security officers, bus drivers, substitute teachers, principals, social workers, guidance counselors, other school support personnel, and visitors. Whether visitors are observers, speakers, or entertainers they are to be honored as guests and will be treated with courtesy and respect.

STUDENT RELATIONSHIPS TOWARD FELLOW STUDENTS

All students are expected to show respect for the rights and feelings of their fellow students and to behave in a way that will earn respect. Tolerance of others’ differences is essential. Sexual relationships of any type are not allowed in educational settings. Public displays of affection are not permitted. No type of harassment will be accepted at Ridgedale. Students are required to keep their hands and feet to themselves at all times. Touching of other students is not permitted.

Ridgedale staff members strongly suggest that parents/guardians monitor their child's use of social media.

SCHOOL POLICIES

TELEPHONE MESSAGES AND USE

Students will be given messages in extreme emergencies only. Students should arrange with their parents/guardians regarding their transportation, destination, and other details **before leaving home**. A **staff member** will call someone for the student in the case of illness or other emergencies. **Students will not be allowed to use the telephone themselves.**

COMMUNICATION

We are open to communication with parents/legal guardians whether in person or via telephone. We ask that you call to set up a meeting with the classroom staff if you have any questions or concerns you would like to be addressed. Teachers will return phone calls during their planning time.

DRUGS, ALCOHOL, PARAPHERNALIA AND TOBACCO

Drugs, alcohol, drug paraphernalia, and tobacco products will be confiscated. If there is suspicion of illegal substance involvement, the student will be searched and proper authorities will be notified. A parent conference will also be required. Students will be subject to disciplinary action. Possession of tobacco and/or tobacco products can also result in a court summons by a KPD officer.

WEAPONS

Above all, the official policies and procedures of Knox County Schools will be followed. Anything construed as a weapon will be confiscated and the proper authorities will be notified. Guns, knives (from pocket knives and steak knives to hunting knives), clubs, chains, blackjacks, box cutters, brass knuckles, and the like are all items that endanger others. Students caught with these items will be subject to disciplinary action and/or charges being filed through the court system. Prior to any action being taken, proper steps will be taken to insure compliance with Individuals with Disabilities Education Act (IDEA).

STUDENT MEAL COSTS

Students at Ridgedale are provided with a free breakfast and free lunch. Ice cream and additional cartons of milk cost \$0.75.

PROPERTY DAMAGE

Parents/Guardians of students who damage school property are financially liable for their child's actions. Other legal and school disciplinary actions may also be considered.

TRANSPORTATION

No student will be allowed to accept a ride home with another student. No student will be allowed to ride home on a school bus that he is not assigned to ride. The student's usual bus cannot be changed to a car without a note from the parent. (Please include phone numbers for confirmation.) Parents must call the school (909-9099) to confirm written notes.

LAW DEPARTMENT AND PRIVACY STATEMENT

"Students are prohibited from taking unauthorized photographs or making unauthorized recording of others at school, on school transportation or school sponsored events."

HALL PASSES

Students are not allowed in the halls at any time **unless a staff member accompanies them.**

*The Knox County School Board of Education Policies and Procedures can be found at:
<http://www.knoxschools.org>*